CHAPTER VI.

Typewriters and Rotary Duplicators.

97. The following orders and procedure will govern the purchase, supply, repairs, maintenance and condemnation of all typewriters and rotary duplicating machines required for the use of the Government officers in the Province of Bombay.

98. *Free supply of.*—All typewriters and rotary duplicators required by Government officers in the Province of Bombay shall be supplied by the Superintendent, Government Printing and Stationery, free of charge.

99. *Prices to be fixed annually.*—Quotations for all standard and portable typewriters and rotary duplicators shall be called for by the Superintendent, Government Printing and Stationery, in the beginning of each year from the several agents and typewriter firms and shall be submitted to Government for approval and sanction. The prices so approved by Government will rule over the period of one year from April and machines ordered by the stationery office shall be paid and charged for accordingly (Government Resolution, General Department, No. P. 159, dated 29th July 1935).

100. *Sanction of Government.*—The supply of new typewriters and rotary duplicators for the first time shall necessarily require the sanction of Government and all officers in need of a typewriter or a rotary duplicator shall send their requisitions for same through the Administrative Department of Government.

101. *Sizes of typewriters supplied.*—Standard typewriters are supplied in the undernoted sizes:—

(*a*) " A " Carriage 10", F'cap—for letters.

(*b*) " C " Carriage 14", Brief
(*c*) " D " Carriage 18", Policy } for statements and correspondence.

102. *Typewriters and duplicators to be replaced.*—The Superintendent Government Printing and Stationery, shall supply them without the sanction of Government, but the supply of an additional typewriter or a rotary duplicator shall require the sanction of Government (Government Resolution, General Department, No. 1806, dated 29th March 1922), and [rule No. 56 (*a*) of Financial Publication No. IX].

103. *Submission of requisitions.*—Requisitions for new typewriters and duplicators, required for the first time or in replacement of old ones condemned or found unserviceable before they have served their full period of service, shall be forwarded to the stationery office through the controlling officers and the administrative department of Government (Government Resolution, General Department, No. 1806, dated 29th March 1922).

104. *Life of a typewriter or duplicator.*—The average minimum life of a standard typewriter which is primarily used in an office is computed at ten years and that of a portable typewriter which is frequently used while on tour is ordinarily fixed at eight to ten years. Rotary duplicators are ordinarily required to last and give good work for more than ten years and their life cannot be restricted to any definite period. Machines in use can only be replaced if, on examination by the Superintendent, Government Printing and Stationery, they are considered to be irrepairable and unfit for further use, or in case the cost of their putting in a perfect working condition so as to be useful for another few years is considered to be prohibitive (Government Resolutions, Finance Department, No. 9300, dated 31st August 1935 and 4th June 1936).

105. *Makes of machines on Government list.*—The following makes of typewriters and rotary and flat duplicators have been approved by Government from time to time and are on the approved list sanctioned by Government :—

Standard Typewriters.

1. Remington.
2. Underwood.
3. British Imperial.
4. British Barlock.
5. Royal.
6. L. C. Smith.
7. Woodstock.

Portable Typewriters.

1. Remington.
2. Underwood.
3. Imperial (Good companion).
4. Royal.
5. Corona.

Rotary Duplicators.

1. Gestetner's Rotary.
2. Roneo Rotary.
3. Remington Rotary.

Flat Duplicators and Cyclostyles.

Flat cyclostyles of various makes—(Ellams', Gestetner's, Kores, Shevade's, Remington, Red Seal and similar suitable patterns).

106. *Supply and maintenance of stock.*—Typewriters and rotary duplicators are not, as a rule, kept in stock at the stationery office. Flat duplicators and cyclostyles are, however, stocked at the stationery stores

and are supplied on requisitions when required for the first time or in lieu of one condemned. No special form of indent is provided for this purpose, but an indent in the supplementary indent form (Special Stationery No. 2) is prepared by the stationery office or the original requisition itself treated as indent. The prices for flat duplicators or cyclostyles are fixed every year after calling for quotations from the manufacturers or agents.

107. *Method of supply of typewriters and rotary duplicators.*—Typewriters and rotary duplicators shall be ordered by the Superintendent, Government Printing and Stationery, from the agents or companies concerned and shall be supplied direct to the indenting officers, freight 'to pay' which charge shall be paid by the officers concerned from the contingent grant at their disposal.

108. *Payment of bills.*—Payment on account of typewriters or rotary duplicators supplied direct by the agents or companies shall be made by the Superintendent, Government Printing and Stationery, on receipt of the suppliers' bills duly receipted by the receiving officers.

109. *Free and usual supply of accessories.*—The following accessories are usually supplied free of charge along with a new typewriter of a standard make :—

1. Packing Case (special).
2. Base Board and metal cover.
3. Hard Brush for cleaning types.
4. Soft Brush for cleaning machine.
5. Oil bottle.
6. Oil Can.
7. Oil Cloth Cover.
8. Instruction Book.

110. *Accessories supplied with a portable machine.*—No regular list of accessories supplied free of charge with a portable machine exists but usually a soft and a hard brush with a book of instructions are enclosed in the typewriter case itself.

111. *Power of sanction necessary for the supply.*—The Secretary to His Excellency the Governor of Bombay and the Military Secretary to His Excellency, may sanction the supply of a typewriter, Rotary duplicator, etc., for their own offices and the Administrative Departments of the Government Secretariat may sanction such supplies for their own offices and for offices subordinate to them (Government Resolution, General Department, No. 9300, dated 17th May 1937). The supply of the machines in the case of the above officers shall be made by the Superintendent, Government Printing and Stationery, in a manner similar to that observed in the case of other officers of Government.

112. *Supply of costly calculating machines.*—Costly calculating machines and machines of other similar character are not ordinarily sanctioned by Government where usual patterns of typewriters can suitably serve the purpose. In exceptional circumstances where the supply of such a machine is considered essential, sanction of Government is necessary (Government Resolution, General Department, No. 1806 of 29th March 1922 and No. 2415, dated 9th June 1922, paragraph 2).

113. Sanction of Government is also necessary in the case of items noted below :—

(1) To supply a typewriter larger in size, *i.e.* for the supply of a bigger carriage in lieu of the smaller one already supplied with the machine in use.

(2) To supply a typewriter or a rotary duplicator of different pattern in exchange of one in use before it runs its usual life.

(3) To the supply of another machine in lieu of one condemned or considered unserviceable before it has been in use for ten years or eight years respectively in the case of standard and portable typewriters (Government Resolution, General Department, No. 9300, dated 31st August 1935 and No. 9300, dated 4th June 1936).

114. *Selection of a typewriter.*—The indenting officers are authorised to select the make of the typewriter required by them from among the approved list according to their choice and requirements (Government Resolution, General Department, No. 2367, dated 19th April 1928).

115. *Instructions for indenting.*—When a proposal for the supply of a new or an additional typewriter or rotary duplicator is submitted to Government, it should invariably be accompanied by the following information :—

(*a*) Number of clerks in the office ;

(*b*) Number of clerks who are competent typists ;

(*c*) Total number of outward references on an average per day ;

(*d*) Number of letters to be typed in an office on an average per day.

(Government, Finance Department, Circular No. 3014/33, dated 25th February 1939).

116. *Repairs to typewriters and maintenance of a workshop.*—A repair workshop is attached to the stationery office, the permanent establishment for which was sanctioned by Government from 1st April 1925 (Government Resolution, General Department, No. 3840, dated 7th April 1925). All machines in use in Government offices must be sent to the

stationery office, for repairs, as required. Repairs to bicyc'es, numbering and Dating machines, punches, and other such office machines are carried out in the workshop.

117. *Permission for local repairs.*—With a view, however, to save packing and transit charges and the time spent on repairs and return, Government have directed that all officers in the Bombay Province except those located in the City of Bombay, should have the petty repairs executed locally up to a limit of Rs. 15 per annum per machine and paid for from the contingent grants of the officers concerned. The date on which such petty repairs are executed and the amount spent over on each occasion shall be reported to the Superintendent, Government Printing and Stationery, for recording the same in the history card maintained by the stationery office in respect of each machine. In case of repairs exceeding this limit, estimates obtained locally by officers shall first be sent to the Superintendent, Government Printing and Stationery, and if on his approval, the repairs are carried out locally, the repairers' bills shall be sent to the stationery office for payment from the Superintendent's grants on a certificate to be passed by the officer concerned for the satisfactory work carried out by the local repairers.

In all other cases, typewriters shall be forwarded to the Stationery Office, Bombay, for necessary repairs, securely packed in the special packing cases supplied with each new machine. If suitable packing cases are not available, they shall be obtained from the superintendent's office as and when required [Government Resolution, General Department, No. 3840 (*b*), dated 11th May 1936].

118. *Machines from officers in the city of Bombay.*—Machines in all Government offices located in the city of Bombay except the offices of the Secretariat departments shall invariably be sent to the stationery office for necessary repairs.

Regarding repairs and maintenance of typewriters in use in the several administrative offices of the Bombay Secretariat, a mechanic from the stationery office will visit each of the Secretariat offices almost twice a month, *i.e.* on the 1st and 15th, and in urgent cases even on other dates if necessary. Oiling, cleaning or simple adjustments including petty repairs for typewriters in use in the Bombay Legislative Council office or machines in the office of the Secretary to H. E. the Governor of Bombay, shall be likewise attended to on demand from the officers concerned. In the case of heavy repairs, machines from these offices shall be sent to the stationery office (Government Memorandum, General Department, No. 3840/8498-C, dated 3rd July 1926).

119. *Transit charges to be borne by the officers.*—In the case of officers of Government in the mofussil, whose machines are received by the stationery office for repairs, the transit charges to Bombay and back will be borne by the officers concerned from their contingent grants.

120. *Old parts and their disposal.*—In the case of repairs locally executed, heads of offices shall recover all the old and unserviceable parts removed by the repairers and dispose them of by auction sale. In such cases the officers concerned shall furnish a certificate in the repairers' bill to the effect that the old and unserviceable parts replaced have been received from the repairers and that they will be sold by auction at the end of the year and the sale proceeds credited to Government under "XLV—Stationery and Printing—Stationery Receipts" [Government Resolution, General Department, No. 3840 (*b*), dated 11th May 1936].

121. *Adjustment of cost on repairs executed in the workshop of the stationery office.*—The cost is worked out in the following manner :—

(1) Cost of labour.....at Annas 12 per hour.

(2) Actual cost of new parts replaced *plus* 5 per cent. for handling and overhead charges.

A regular bill in a prescribed form is prepared on the above basis and the charge is finally debited in the office accounts under the relative budget head.

122. *Disposal of old parts available in the office workshop.*—The old and unserviceable parts removed from the machines repaired by the stationery office in the workshop are collected and finally sold by auction in the month of February or March and the sale proceeds credited to Government.

123. *Machines for temporary use.*—Temporary offices created for special work often require machines for their use. The stationery office maintains a small stock of machines in working order and such machines can be supplied to temporary offices on obtaining the sanction of Government. The charge for such machine is Annas 3 per day or Rs. 5 per month and the total cost incurred is debited in the annual office accounts under the budget head concerned.

124. *Machines supplied on loan.*—Machines from the surplus stock available at the stationery office are supplied for the use of officers during the period when regular office machines are under repairs. They are charged for at the rate of Annas 3 per day or Rs. 5 per month. The total cost thus incurred is debited in the annual accounts of the stationery office under the proper budget head (Government Resolution, General Department, No. 1806, dated 8th April 1930).

Machines required by officers for temporary use to meet extra exigencies can also be supplied by the stationery office on these conditions. If machines are likely to be required for use for more than two months, sanction of Government should be obtained.

125. *Centralised system of Roneo copying work.*—For obvious reasons of economy, it is at times arranged that a rotary duplicator capable of serving several offices located in one central building as the Central Offices Building at Poona, the Secretariat, or Public Works Department, Secretariat at Bombay, etc. is installed n one of the offices so centrally located. Copying work of issuing circulars, notices, etc., for all offices located in the building and also for other neighbouring offices is carried out in this office by an operator specially engaged for the purpose. This system is found to be economical and less expensive inasmuch as a separate supply of such costly machines to each individual officer and the recurring expense on accessories is thereby saved. A constant service on the maintenance and repairs of these machines is also minimised (Government Resolution, General Department, No. 2190, dated 10th December 1922, and No. 2190, dated 1st April 1924).

126. *Disposal of old and condemned typewriters.*—Old and unserviceable machines condemned for further use of Government were previously sold by auction held periodically by the stationery office and the sale proceeds were credited to Government. This procedure, however, was found after some time to result in a decrease in the total realisations. It was therefore considered profitable to Government to sell them to the typewriter firms and agents in part exchange for a new machine or for an independent offer which tends to realise much more than what was obtained previously. (Government Resolution, General Department, No. 1806, dated 10th February 1928.)

127. *Packing of machines returned to the stationery office.*—When a typewriter or a rotary duplicator is supplied for the first time, a special packing case devised for its proper packing is supplied with the machine by the agents. These packing cases must be carefully preserved for future use and machines proposed to be sent to the stationery office for repairs or otherwise, shall be packed therein according to the instructions. If such cases are not available, the officers concerned may obtain them from the stationery office and pack the machines in these boxes to ensure a safe delivery. Government have desired that in the event of typewriters being damaged in transit through their being sent for repairs in cases other than the proper ones or through any other cause attributable to gross carelessness or neglect, the cost of repairing such machines should be recovered from the persons responsible (General Department, Circular No. 2286, dated 23rd December 1924).

128. *Duties of the officer in charge.*—The head clerk in an office is generally responsible for the efficient management and maintenance of all typewriters, copying and other machines in use in that office. He shall inspect all machines every month and make a note to that effect on

the typewriter card maintained in his office with each typewriter in use. The card shall be in the undernoted form :—

Make.	Size.	Serial No. of the machine.	Date of purchase.	Date of condemnation.

Date of Inspection.

Year.	January	February	March	April	May	June	July	August	September	October	November	December.
1941 ..												
1942 ..												
1943 ..												

Irregularities noticed by the Head Clerk shall be recorded on the reverse of the card and brought to the notice of the head of the office from time to time for necessary action.

129. *Method of transport of typewriters from place to place.*—Type writers and other costly machines shall not be sent from one station to another, by goods train. They shall invariably be sent by passenger train.

130. *Duties of the typist.*—Each typist or stenographer who uses a Government typewriter shall be held personally responsible for its care and upkeep. He shall carefully follow the instructions given below :—

(1) The machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush) every morning before starting work.

(2) The front and back rails on which the carriage runs should be lightly oiled weekly and kept free from dust.

(3) Oil lightly all the type bars at hangers every month.

(4) If rust starts, stop it at once by oiling the parts affected.

(5) Keep the dogs and escapement wheel slightly oiled.

(6) Nothing but the best typewriter oil should be used. (Thick typewriter oil clogs the working parts of the machine.)

(7) The typewriter should always be covered when not in use.

Caution.

(1) Do not take the machine apart.

(2) Do not change the adjustment.

(3) Do not over-oil.

(4) Do not drop oil on rubber parts.

(5) Use the dusting brush and cloth freely but carefully.

(6) Adjustments are carefully made by the suppliers and should not be tampered with by the operator.

131. *Accessories*—(1) *Ribbon.*—The length of a ribbon for use with a standard machine is twelve yards and that of a portable typewriter is six yards. The ordinary life of a ribbon is two months with an average work of five hours a day. Only black (record) coloured ribbons shall be supplied except when special circumstances call for a change. Old ribbons removed from the machine should be handed over to the clerk in charge of stationery before a new one is demanded from him.

(2) *Carbon Paper.*—This paper should be carefully used and no fresh supply should be demanded until each sheet is exhausted to its utmost capacity. If the whole surface of the sheet is not exhausted, the unused portion should be cut off and used to its fullest capacity.

132. *Deterioration in quality.*—As ribbons and carbon papers are liable to deteriorate in quality, the indenting officer shall see that the stock obtained from the Stationery Office will not exceed a year's actual consumption and that the stock is kept in a cupboard. In case the stock of these articles is found inferior and defective, the indenting officer shall write to the Superintendent, Government Printing and Stationery, giv.ng full details of the defects noticed with dates of the supply and the dates of receipt by the indenting officers. Samples shall be sent to the Stationery Office for inspection of the Superintendent.

133. *Accessories for a private machine used for Government work.*—Certain officers of the subordinate service occasional'y use their private machines for Government work. Accessories such as carbon paper, ribbon, oil, etc., required for use with a private machine are not supplied by the Stationery office and must not be included in the indents for stationery supplies.

134. *Exceptions.*—(1) Auditors of the Co-operative Societies, however, are supplied with such accessories when they use their private machines for Government work, on a certificate from the Registrar, Co-operative Societies, that they are regularly using their own typewriters for official correspondence (Government Resolution, General Department, No. 9647/28, dated 8th December 1932).

(2) On the analogy of the orders issued by Government in the case of the auditors of the Co-operative Societies, officers of the Rural Development are also supplied with typewriter accessories for use with their private machines on receipt of a certificate as required by exception 1 above, from the Director of Rural Development, Bombay Province, Poona (unofficial reference No. 358, dated 18th June 1940).

(3) A free supply of 800 extra ribbons every year for use with the private machines (about 200 machines) of the Police officers in Bombay city is sanctioned by Government to the Commissioner of Police, Bombay, as a special case (Government Resolution, Home Department, No. 5267/4, dated 18th November 1941). The issue of free ribbons to the Police officers should be subject to the fulfilment of the following conditions to the satisfaction of the Superintendent of Police under whom the Police officers are serv ng :—

(1) That the officer owns a suitable typewriter which is in good working condition.

(2) That he has not been *also* supplied with a Government typewriter.

(3) That his machine is in fact being used (partly) for Government work.

(4) That the ribbon last supplied needs replacement.

(5) That the total number of ribbons supplied to the officer during the year is within the maximum of four.

135. *Policy of Government.*—It has been the general policy of Government to restrict the supply of typewriters, duplicators, bicycles and similar articles and it is laid down that they cannot be supplied on a liberal scale and in the absence of cogent arguments to prove either that an officer cannot do without them, or that their absence will necessitate an increase of staff or additional expenditure greater than the cost of their supply, (Government, Finance Department, Circular No. 3014/33, dated 20th December 1938).

Flat Duplicators and Cyclostyles.

136. *Supply of flat duplicators or cyclostyles.*—These machines are supplied to small offices for which more expensive duplicators are unnecessary.

137. *Sanction of Government.*—Government sanction is necessary for the supply of a flat duplicator for the first time as in the case of typewriters and rotary duplicators.

138. *Repairs and renewals.*—Flat cyclostyles and flat duplicators, rubber rollers, etc., which shall be in need of repairs or adjustment shall be forwarded to the Superintendent, Government Printing and Stationery, Bombay, freight " paid ". He will arrange to repair them if such a course is found profitable and economical; otherwise he shall condemn the old duplicator and supply a new one from the stock maintained by the stationery office.